

BOOKKEEPER

A full-service accounting and consulting firm in Leesburg, VA, has an opening for a bookkeeper to join our support services department.

Qualified individuals will have a high level of competency in payroll return preparation and payroll taxes, the ability to complete all bookkeeping functions, proficiency in QuickBooks (QuickBooks ProAdvisor preferred), with excellent client service skills, the ability to effectively manage multiple client engagements, and the ability to work in the United States without visa sponsorship.

The Firm offers a competitive salary, a generous benefits package, and state-of-the-art technology with a full range of resources to allow staff to achieve their full potential. A wide-range of training is also provided including technical, leadership, and personal and professional development.

If you are interested in working with a diverse client base, please send your resume to:

belefante@ucmplc.com